



TOWN OF CLAYTON
Planning Department
111 E. Second St., P.O. Box 879
Clayton, NC 27528
Phone: 919-553-5002
Fax: 919-553-1720

PERMANENT SIGN PERMIT COVER SHEET

Name of Project: _____ **Date:** _____

Applicant Name: _____

The following checklist to be completed by applicant:

- Completed Application
- Owner's consent form (if applicable)
- Review fee
- Color rendering of each proposed sign
- Site plan showing proposed and existing sign locations
- Building permit (footings, electrical, wall signs) *If a building permit is needed, no digital copy is required for review.

Reviewed by: _____



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PERMANENT SIGN REQUIREMENTS

Please provide the following information with all permanent sign permit applications. A sign permit application shall not be accepted until all required information has been submitted for review.

1. Color rendering of each proposed sign. Must include the following:
 - Sign Type (monument, wall, window, etc.)
 - Materials
 - Dimensions, including sign face
 - Sign face area (in square feet)
 - Whether the sign will be illuminated; if illuminated include the type of illumination and provide a night view rendering
 - Colors used (letters, background, and raceway colors, with PMS number or vinyl manufacturer and number)
 - Directional signage and window signage shall be submitted. These types of signs are not issued permits but are reviewed for compliance with the ordinance requirements
2. Site Plan of property. Must include the following:
 - Location of all proposed signs, with setbacks noted
 - Location of all existing signs
 - Safe sight triangles
3. For Wall Signs:
 - Image, rendering, or drawing of the building wall, with dimensions noted
4. For Freestanding signs:
 - Landscaping plan, with planting information noted (species, number of plants, square footage of planting bed)
5. Construction plans demonstrating compliance with the North Carolina Building Code (if applicable)
6. Applicable building permits (as required) for electrical, mechanical, and footing/foundation permits.



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PERMANENT SIGN PERMIT APPLICATION

Application Fee: \$75.00 + \$5 per each additional sign

Please note if a Sign Permit is sought "after the fact", the application fee is \$150 + \$10 per each additional sign.

SIGN INFORMATION

Number of Signs proposed: _____ (please check all proposed sign types below)

- Wall/Fascia Projecting/Hanging Drive-Thru/Menu
- Awning/Marquee/Canopy Freestanding/Monument Post/Arm
- Changeable Copy, manual Changeable Copy, electric Billboard
- Development Identification, residential Development Identification, non-residential

SITE INFORMATION

Business Name: _____

Site Address: _____

Parcel ID Number: _____ Parcel TAG Number: _____

Property Owner: _____

Is the business in a multi-tenant building or shopping center, or on a multi-building parcel? No Yes

Overlay District (if applicable): Downtown Thoroughfare

APPLICANT INFORMATION

Applicant Name: _____

Contact Person: _____

Mailing Address: _____

Phone Number: _____ Fax: _____

Email Address: _____

OFFICE USE ONLY

Date Received: _____ Amount Paid: _____ Permit Number: _____

TOTAL ALLOWABLE AND EXISTING SIGN FACE AREA

To determine the total allowable sign face area for the site, please use the calculation below. If the site has frontage on more than one street, use the longest street frontage. For multi-tenant buildings, or sites without direct street frontage, use building frontage on the primary façade for the measurement.

Total Allowable Sign Face Area

Length of building along street frontage <hr style="width: 80%; margin: auto;"/> Linear Feet	X 1.25	=	Total allowable sign face area for the site <hr style="width: 80%; margin: auto;"/> Square Feet
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Existing and Allowed Sign Face Area

Total allowable sign face area for the site <hr style="width: 80%; margin: auto;"/> Square Feet	- (Minus)	=	Total existing sign face area <hr style="width: 80%; margin: auto;"/> Square Feet	=	Current available sign face area for the site <hr style="width: 80%; margin: auto;"/> Square Feet
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APPLICANT AFFIDAVIT

I/We, the undersigned, do hereby make application and petition to the Planning Department of the Town of Clayton to approve the subject Sign Permit. I hereby certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning Department of the Town of Clayton, North Carolina, and will not be returned.

_____ *Print Name*

_____ *Signature of Applicant*

_____ *Date*

Please fill out the corresponding sign dimension template on the following pages.

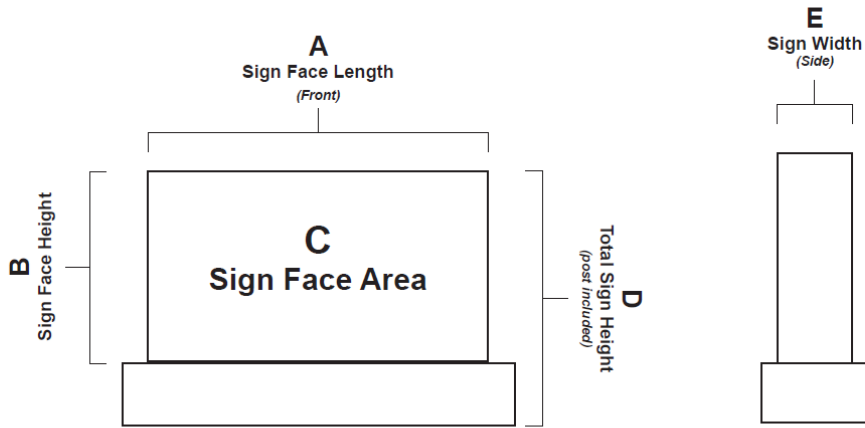
Dimensions Template

USE FOR WALL SIGN



A = _____ inches/feet <i>Building Length</i>	X	B = _____ inches/feet <i>Building Height</i>	=	C = _____ square feet <i>Total Wall Area</i>
C = _____ square feet <i>Total Wall Area</i>	X	.25	=	D = _____ square feet <i>Total Allowed Sign Square Footage</i>
E = _____ inches/feet <i>Sign Height</i>	X	F = _____ inches/feet <i>Sign Length</i>	=	G = _____ square feet <i>Total Proposed Sign Face Area</i>

Dimensions Template
USE FOR GROUND OR MONUMENT SIGN



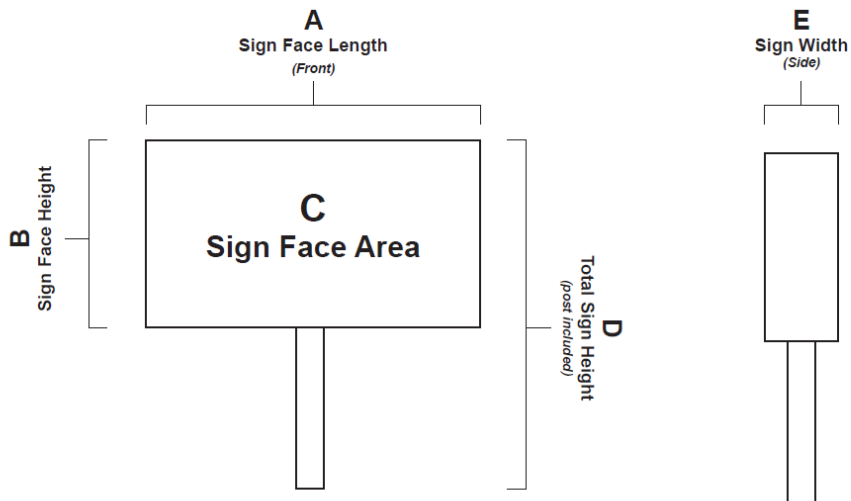
$$A = \text{_____ inches/feet} \quad \times \quad B = \text{_____ inches/feet} \quad = \quad C = \text{_____ square feet}$$

Sign Face Length (Front) *Sign Face Height* *Sign Face Area*

$$D = \text{_____ inches/feet} \quad \quad \quad E = \text{_____ inches/feet}$$

Total Sign Height *Sign Width (Side)*

Dimensions Template
USE FOR FREESTANDING SIGN



$$A = \text{_____ inches/feet} \quad \times \quad B = \text{_____ inches/feet} \quad = \quad C = \text{_____ square feet}$$

Sign Face Length (Front) *Sign Face Height* *Sign Face Area*

$$D = \text{_____ inches/feet} \quad \quad \quad E = \text{_____ inches/feet}$$

Total Sign Height *Sign Width (Side)*